

OPEN POSITION: External Affairs Coordinator
CONTRACT: HOMS
CLASSIFICATION: Full-Time, Exempt
POSTING PERIOD: September 6, 2022 – Until Filled

HPM Corporation, a prime contractor for Occupational Medical Services at the Hanford environmental restoration site in Southeastern Washington State, has a need for an External Affairs Coordinator at the HPMC Medical Center location in Richland, Washington.

COVID 19: HPMC employees must be fully vaccinated to perform work on any contract. Your vaccine status will be verified at onboarding.

POSITION SUMMARY: The HPMC OMS External Affairs position manages relationships with key constituents internally and externally through planned, strategic interactions and communications. It carries out external affairs activities, working in close association with the Contracting Officer Representative (COR) and Department of Energy-Richland Operations (DOE-RL)

POSITION RESPONSIBILITIES:

1. Carry out external affairs activities, working in close association with the Contracting Officer Representative (COR) and Department of Energy-Richland Operations (DOE-RL)
2. Communications and in collaboration with the Other Hanford Contractors (OHC)
3. Offer expanded outreach capabilities and coordinated communications directed to parties interested in HPMC OMS, Hanford, and contract progress
4. Work in partnership with DOE-RL to prepare and issue timely, effective communications
5. Apply an outreach system that facilitates access to information and prompt response to inquiries from Tribal Nations, stakeholders, news media, elected officials and their staff, local community officials, and the public in compliance with Freedom of Information Act and Privacy Act requirements
6. Provide strategy, resources, communication support, and collateral materials
7. Prepare and issue press releases and audio/visual presentations with DOE-RL
8. Use project management software for DOE-RL review and approval
9. Collaborate with our Key Personnel and other staff to continue HPMC OMS involvement with groups at the site, professional organizations, and the community
10. Designed to mitigate risk and add value, the interactions will strengthen relationships that support our performance on the contract and the overall cleanup mission at Hanford.
11. Perform other related duties as assigned.

ESSENTIAL SKILLS & EXPERIENCE: To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. Bachelor's Degree in public relations, communications, or media services or related education and experience.
2. Five (5) years communication/external affairs experience.

3. Ability to obtain Department of Energy access authorization.
4. Demonstrated ability to interpret and implement regulations and regulatory guidelines.
5. Demonstrated ability to independently develop and implement plans and procedures for government agencies.
6. Knowledge of instructional methods and techniques to develop training modules and materials appropriate to assigned programs and audience needs.
7. Problem solving skills and the ability to manage multiple tasks/projects.
8. Demonstrated ability to interface and interact with individuals from other organizations, including regulatory authorities to build collegial relationships and promote confidence with a proven track record in regulatory negotiation and policy development/implementation.
9. Demonstrated ability to interact with employees at all levels to ensure employee safety and security concerns are addressed and appropriate actions are taken.
10. Understanding of management and organizational principles and concepts sufficient to effectively assess emergency preparedness program effectiveness and implement necessary changes.
11. Knowledge and application of laws and regulations governing health information (i.e. Privacy Act of 1974, HIPAA, etc.).
12. Ability to exercise good judgment and poise when dealing with the public and co-workers.
13. Good analytical skills, attention to detail, and organizational skills.
14. Demonstrated proficiency with personal computers, office equipment, and standard office software including Microsoft Office, SharePoint, and Outlook; ability to learn new programs and customized applications.
15. Demonstrated competencies in dealing with people effectively and in written and oral communication are qualifying characteristics for this position.
16. High degree of sensitivity to management level issues and concerns.
17. Ability to set and manage priorities, meet established commitments, and adapt to change.
18. This is a position of trust; employee has access to both business and personnel sensitive information.
19. Strong verbal, written and editorial communication skills, knowledge of AP Style preferred.
20. Experience in managing social media accounts as well as internal and external websites.

DESIRED SKILLS & EXPERIENCE: The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Hanford site experience preferred.
2. DOE-RL communications interaction experience preferred.
3. Experience in an occupational health services organization.

SUPERVISION RECEIVED: This position reports to the Program Manager.

SUPERVISION EXERCISED: This position does not supervise any employees.

TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit, or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone, and other such office equipment as necessary; may occasionally move and/or lift up to 55 pounds. Ability to drive to various project sites and offices is required; ability to wear a respirator; specific visual abilities

required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:* Work will be performed at multiple locations and will involve frequent contact with other HPMC and project employees, customers, clients, representatives and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local and domestic travel may occur; may include working in noisy environments, exposure to shop, maintenance, and field activities.

Although this position is open until filled, qualified applicants that apply by September 12, 2022, will be given first consideration.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply. We are an Affirmative Action and Equal Opportunity Employer. HPM Corporation is a VEVRAA Federal Contractor

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HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.